

PARTNERSHIP FRAMEWORK

Agreed principles and practices of partnership working
between the Trust and its recognised trade unions

PARTNERSHIP FRAMEWORK

1.0 Introduction

The Trust is committed to partnership working and to developing and maintaining the relationship between managers, colleagues and trade unions, to ensure colleagues are involved and can shape the decisions that affect them in the workplace.

This document is a framework for good partnership working. It sets out the Trust's commitment to partnership working and the components that are important to this, including valuing the contribution of trade unions and Staff Side, an understanding of the law and good practice, our decision making and consulting arrangements, time off for trade union representatives, and reference to good behaviours and our values.

Having a good relationship with trade unions is part of being a 'brilliant place to work'. It helps build trust and involvement such that, if there is a different view on how to introduce or change something we do, the focus is on working together to resolve the difference, long before anything may become a dispute. This takes commitment from everyone.

2.0 The law and good practice

The Employment Relations Act 1999 introduced statutory recognition for trade unions. A requirement that unions are recognised for the purpose of collective bargaining on behalf of their members regarding pay, hours and holidays. In the NHS, trade unions have been recognised voluntarily, long before the statutory requirement, and so have been involved nationally in agreeing our national terms and conditions (ie Agenda for Change and Medical & Dental), and also regionally and locally through regular formal meetings between representatives of our Executive Team and trade union colleagues. Our Recognition Agreement is set out in this framework.

There are other UK laws that require employers to consult and involve recognised trade unions regarding matters of health and safety, risk of redundancy, business/service transfers. Consultation and involvement is a matter of law but in addition voluntary and constructive involvement is good practice and part of a good employment relations environment.

What does recognised trade union mean? We sometimes refer to trade unions as 'recognised'. A trade union is "recognised" by an employer when it negotiates agreements with employers on pay and other terms and conditions of employment on behalf of a group of workers, defined as the 'bargaining unit'. This process is known as 'collective bargaining'.

The list of trade unions that the Trust recognises is at Appendix D. This list of trade unions together we call our 'Staff Side' and there is a formal monthly meeting with a joint agenda known as our Partnership Forum (formerly JNCC) and formal bi-monthly meeting specifically for medical colleagues, known as Joint Local Negotiating Committee (JLNC). In addition, there is a Partnership Working Group (PWG) that meets fortnightly to resolve emerging operational issues, review policies and proposed changes to working arrangements. The governance arrangements for these meetings are set out in the Constitution and Functions section below and detailed in Appendix A-C.

3.0 Definitions

Partnership Forum – formerly known as the Joint Negotiating and Consultation Committee (JNCC). This forum is the formal regular meeting between senior representatives of SCFT and all our

recognised trade union partners. It is a forum for negotiation, consultation and information sharing on matters that affect all colleagues.

Joint Local Negotiating Committee, (JLNC). This forum is the formal regular meeting between senior representatives of SCFT, medical colleagues and representatives of the British Medical Association (BMA) and is a forum for negotiation, consultation and information sharing on matters that relate to medical and dental colleagues.

Local Negotiating Committee (LNC) is the body of medical and dental colleagues who work with the BMA on behalf of all medical and dental colleagues and represent colleagues at JLNC.

Staff Side is a collective name for all accredited trade union (TU) and association representatives at the Trust, (see appendix D). Staff Side are mostly local trade union representatives, ie, colleagues employed by SCFT and so given paid time to undertake their TU role. TU representatives who do not work directly for SCFT are also recognised for their contribution. They may work in a full time role for their trade union and represent their members where there are no or few local representatives

Negotiation: to have formal discussions in order to reach an agreement.

Consultation: discussions to inform, listen and decide or plan something by exchanging views or ideas. Consultation involves an opportunity to influence decisions and their application, the mere passage of information is not consultation. Consultation is a legal requirement in some circumstances related to proposed changes that affect colleagues' working arrangements and/or health and safety issues.

4.0 Recognition Agreement

A Recognition Agreement is a formal agreement between the Trust and the recognised trade unions on how the foundation of partnership working and sets out the principles and objectives of partnership working. It is set out below as part of this framework:

- 1) The Trust recognises its Partnership Forum (formerly JNCC) as its only negotiating forum with recognised trade unions, except
 - Medical colleagues – who negotiate through the JLNC on matters related to medical and dental colleagues
 - Executive Directors and senior managers whose pay and conditions shall be determined by the Remuneration Committee of the Board.
- 2) The Trust agrees not to negotiate directly with individuals or groups of colleagues over terms and conditions of service, except those covered by the Remuneration Committee or JLNC, without the involvement of the Trust's Partnership Forum
- 3) The Trust agrees not to ballot staff or systematically assesses their opinion on any issue currently under discussion at the Partnership Forum/JLNC without the agreement of Staff Side representing those colleagues.
- 4) Staff Side recognise management's responsibility to plan, organise and manage activities of the Trust according to the objectives set by the Board of Directors and directives received from the Department of Health and other relevant organisations.

- 5) Recognised trade unions agree that other trade unions seeking recognition from the Trust will provide, on request, confirmation of its membership numbers.
- 6) The representative members of the Partnership Forum shall take all reasonable steps to ensure that the views expressed and commitments given are truly representative of the colleagues of SCFT they represent, and that they are empowered to express such views and undertake commitments on behalf of their respective trade union/staff organisation.
- 7) The Trust gives assurances that staff representatives will not be discriminated against directly or indirectly on account of their representation activities.
- 8) It is recognised that TU representatives may need to express the views of the Trust's employees and their respective trade unions to the media and other parties. This should be in accordance with the Trust's Social Media and Raising Concerns policies.
- 9) The common objectives of this Recognition Agreement and the Partnership Forum are:
 - a) The efficient operation and development of the Trust in the best interests of patients, colleagues and purchasers of services.
 - b) The maintenance of good relations by the resolution of conflict of interests between the Trust and its colleagues through negotiation and consultation.
 - c) To improve through efficiency the terms and conditions of all colleagues.
 - d) To reach informal resolution to all matters where possible and appropriate
- 10) The Trust will make available facilities for conducting a confidential ballot among colleagues as considered necessary by Staff Side, on the understanding that any such ballots will comply with legislation and any Codes of Practice. This does not preclude any trade union from undertaking such ballots of its own members as it may deem necessary. Where the Trust or TU representatives wish to hold staff meetings on Trust premises and in the paid time of colleagues present, the agreement of the Executive Director of People and Organisational Development (or deputy) shall be obtained in advance.
- 11) Staff Side shall have access to the Trust's newsletters and other communications, and bookable meeting rooms, subject to usual booking arrangements.
- 12) Staff Side shall have access to the Trust email system and computers, office space and private meeting room to enable Staff Side to communicate with all Trust

5.0 Time off and facilities for Trade Unions

Trade union representatives undertake a variety of roles within an organisation – working with managers, communicating and consulting with colleagues, resolving problems and conflicts at work, jointly developing people related policies, promoting workplace learning, resolving health and safety issues, handling disciplinary and grievance matters, and much more. To be effective, union representatives need to have reasonable paid time off from their normal job to enable them to undertake the role. There isn't a definition of 'reasonable' and so this is a matter for each manager to determine with someone who becomes a representative. HR and the Staff Side Chair can give guidance on individual cases on request.

In line with the provisions within the Trade Union Act 2016, the Trust provides facilities time for trade union co-ordination, specifically:

- Staff Side Chair: 22.5 hours/week seconded from their job in the Trust for a two year period, elected by the Staff Side. This is paid at AfC Band 6.
- Staff Side Deputy Chair – this post will deputise for the Staff Side Chair in Trust related business and some additional Facilities Time will be given to allow this.
- Project Post – 7.5 hours a week will be available for any Staff Side Representative to undertake an agreed specific project that would benefit from protected time.
- JLNC Chair – 1PA/week, Deputy Chair 0.5 PA/week and staff representative 0.25 PA/week. Medical and dental colleagues sitting on the JLNC will have time allocated in their job plan for their roles as detailed within the job planning guidance.

All other paid time off for trade union duties is by local agreement to take reasonable time off as agreed with their line manager. It is expected that where colleagues join JLNC, Partnership Forum or the Partnership Working Group, colleague representatives will be given reasonable paid time off to attend, or, where this falls on a non-working day, TOIL or pay will be made.

Staff Side are required to keep a record of the paid time off they receive for trade union duties. The Trust is legally obliged to publish an annual summary of the total paid time our trade union representatives spend on TU duties. The Staff Side Chair co-ordinates this submission to HR.

The Trust provides a fully equipped office and private meeting room on the acute site at Western Bank for the use of all trade union representatives, and is the office base of the Staff Side Chair. Notice boards are also available on some sites, email facilities are also provided so that communications with all colleagues is available if required, and intranet site facilities are in development.

6.0 Supporting union membership

The Trust supports the trade unions in promoting membership to existing colleagues as well as colleagues new to the Trust. Induction for new colleagues includes information and awareness of all trade unions and how to join. The Trust also supports members having their subscription to a union deducted through their pay, known as DOCAS (Deduction of Contributions at Source).

7.0 Role of the Staff Side Chair

The Staff Side Chair is a co-ordinating role. They are an internal representative of a trade union, and is an employee of SCFT, and will support individuals and contribute to collective discussions in this capacity. It is important to note, however, that the Staff Side Chair represents all recognised trade unions, and their role is to co-ordinate all trade union representatives and organise discussions re matters common to Staff Side. They are co-Chair of the Partnership Forum. The Staff Side Chair acts as the main contact for the Trust when information is to be shared with all trade union colleagues outside the formal meeting structures. The chair will ensure that all Staff Side colleagues receive information. The Chair is responsible for co-ordinating a timely and accurate report on total paid time off for TU duties and submitting this to HR for publication.

The role of the Chair is a two year fixed term appointment, usually undertaken by one of our colleagues seconded from their main role. Every two years Staff Side holds their own election to identify nominees for the role and local representatives from our recognised trade unions vote to appoint a Staff Side Chair and deputy Chair. The process and arrangements for election are detailed in Appendix E.

8.0 Regional representatives and full time officers (FTO)

Regional representatives and full time officers play an important role in supporting local representatives and keeping them up to date with regional and national matters. It is part of the role of the local TU representative to keep their regional representative informed of local matters of interest or concern, as the regional representative will be reliant on these channels of communication.

9.0 Constitution and Functions

The Partnership Forum (formerly JNCC) is the primary formal negotiating and consultation meeting for management and all Staff Side Partners on matters that affect *all* colleagues and *all* staff groups. All recognised trade unions are invited to and consulted with through this Forum.

Specifically for medical and dental colleagues, the BMA and LNC representatives meet with Trust Executives and senior managers at JLNC (Joint Local Negotiating Committee). Whilst this Committee has its focus on national and local matters and changes affecting medical and dental colleagues and students, its contribution and involvement in Partnership Forum is important, as some matters that are raised and proposed by the Trust are relevant to medical and dental colleagues. The Staff Side Chair will be responsible for ensuring the BMA and LNC representatives are alerted to the agenda and proposals from the Trust.

The Trust also has a Partnership Working Group (PWG) that meets fortnightly and is attended by HR colleagues and TU representatives. Its purpose is to consider and resolve emerging operational matters, as well as discuss and debate people policy changes and consider proposals from Trust managers for change to working arrangements, (as defined in the Trust's Organisational Change Policy). The Staff Side Chair will ensure that LNC/BMA colleagues are aware and kept informed of matters being discussed that impact on medical and dental colleagues, particularly policy discussions. The specific format of all three meetings and how they operate is detailed in Appendix A-C

The minutes of Partnership Forum are available publicly via the Trust's internet page.

In the spirit of good partnership working, it is expected that normal channels to resolve operational issues will be utilised before matters are raised at Partnership Forum or JLNC

10.0 Values and behaviour

Good partnership working requires acceptance from all parties of the value, contribution and role of the other. We have a shared strategic objective to be a *brilliant place to work* and, when developments or changes are being considered, or concerns arise, parties should work together to resolve concerns and introduce improvements. We can achieve and maintain good relationships by standing in the shoes of the other party and anticipating their views, asking for their input in a genuine and timely way, and acknowledging that considering diverse views is healthy to reaching a good outcome. Where there are differences of opinion, these should be respected and discussed respectfully. Differences are not personal, they are because we may have a different view on how to achieve the same aim, or indeed, not be in agreement about the benefit of the aim. Early engagement and regular, open and honest dialogue, are the key ingredients to a successful partnership. Use of positive and trusting relationships for early and informal resolution of emerging issues is encouraged. We will feel safe in our discussions and in raising concerns. We will keep learning and share this learning, and we will team up to achieve our common aims. Managers and Staff Side colleagues are encouraged to engage early with each other, and without HR involvement, to resolve emerging problems together and develop effective working relationships.

11.0 Process for monitoring compliance with the document

This policy will be reviewed every 3 years or more frequently if required by either the Trust or Staff Side. This policy supersedes and so replaces the Constitution and Functions of JNCC and the Trust's Recognition Agreement.

12.0 Equality Impact Assessment

This policy applies to all Trust colleagues irrespective of age, race, colour, religion, disability, nationality, ethnic origin, sexual orientation or marital status, carer status, social and employment status, HIV status, gender reassignment, political affiliation or trade union membership. All employees will be treated in a fair and equitable manner.

The Trust will take account of any specific access or specialist requirements (eg BSL interpreter, documents in large print) for individual employees during the implementation of this policy

13.0 Document Version Control

Version	Date	Author	Status	Comment
1	Agreed at JNCC 1 December 2021	Jane Clawson	New	Incorporates and supersedes the Trust Recognition Agreement and JNCC Constitution and Functions

Sheffield Children's NHS Foundation Trust Partnership Forum constitution

1. Title

- 1.1. The Forum shall be called the Sheffield Children's NHS Foundation Trust Partnership Forum (hereinafter referred to as 'Partnership Forum').

2. Terms of reference

- 2.1 The role of Partnership Forum shall be to negotiate and agree local terms and conditions of service, working arrangements, policies and procedures relevant to all staff groups and colleagues of SCFT, including arrangements for the application of national terms and conditions of service.
- 2.2 Partnership Forum will also be the mechanism through which the employer will, formally consult with recognised trade union partners on relevant matters, including those of wider application to the staff of the trust.
- 2.3 Partnership Forum is as a place for discussion, negotiation and consultation on matters of common interest. This will exclude all matters defined as negotiation in S 178 (2) of the Trade Union and Labour Relations (consolidation) Act 1992.
- 2.4 The BMA staff side local negotiating committee (LNC) will have sole collective bargaining rights for medical and dental colleagues and will be the only body recognised by the employer for these purposes.
- 2.5 To provide colleagues with an opportunity to influence policy decisions and to be aware that their views are taken into account in the decision making process.
- 2.6 To offer views on the effectiveness of existing policies and procedures and formulate suggestions as to how these might be improved.
- 2.7 To allow Staff Side to have the opportunity of raising with Trust senior management, problems, which affect them or their Organisation/members with the proviso that normal managerial channels shall be exhausted first.
- 2.8 To confirm the responsibility on management to consult with Staff Side on the introduction of new posts and to allow Staff Side to have the opportunity to raise with management the implications on their members of such posts.
- 2.9 Matters relating to individual promotion, pay, discipline or personal efficiency shall not be considered under any circumstances.
- 2.10 A separate Health and Safety Committee is in existence and therefore Health and Safety matters shall only be relevant to the Forum following failure by the Health and Safety Committee to resolve or act upon a problem. This does not preclude a matter of some urgency being brought to the attention of management, especially where patients, staff or the general public might be at risk.

3. Membership

- 3.1 All local representatives of the recognised trade unions recognised by the Trust are members of Partnership Forum.
- 3.2 The Chief Executive Officer and Executive Director of People and Organisation Development are standing members of the Forum.
- 3.3 All other Executive Directors and the Deputy Director of People and OD will be in attendance particularly when there are specific matters of relevance (note 6.3 below re quoracy).
- 3.4 Where possible, deputies will be appointed to attend meetings in the absence of the principal member(s).
- 3.5 The Forum may by agreement invite any other person to attend a meeting. Any such invitee will not be eligible to vote nor counted in a quorum. The Forum may co-opt or invite persons providing relevant specialist advice. This will also include relevant full time officers or representatives from all Trusts/unions.
- 3.6 Where an advisor is to be invited this must always be at the discretion of Staff Side as a whole and a vote conducted if necessary. There is no automatic right for advisors to attend local Staff Side meetings

4. Officers

- 4.1 The role of chair shall alternate between the Chief Executive Officer (or deputy CEO) and the Staff Side Chair at each meeting.
- 4.2 The Executive Director of People and OD (or designated deputy) will agree agendas and minutes with the Staff Side. The administrative arrangements for the forum will be the responsibility of the Executive Director of People and OD.

5 Reaching Decisions and Failure to Agree

- 5.1 The Forum shall decide all matters through agreement between the sides, each side coming to its own position in its own manner.
- 5.2 Where this is not possible, failure to agree will be recorded and the status quo will be held until such time as the dispute is resolved.
- 5.3 In the case of non-agreement, all parties agree to be receptive to conciliation and/or arbitration by ACAS. Pending resolution of a non-agreement the status quo shall continue to apply in the absence of an agreement to the contrary. The Grievance Policy and Procedure also refers to the provisions of status quo.
- 5.4 All parties agree to work to ensure there is an environment of partnership and co-operations in which withdrawal of labour will be an action of last resort.

6 Meetings

- 6.1 The Forum shall normally meet monthly and written notice of the date; venue and agenda shall be circulated in advance.
- 6.2 A special meeting of the Forum must be called at the written request of three members.
- 6.3 The quorum for a meeting shall be 3 members on each side. The CEO, Executive Director of POD and Staff Side Chair, or deputies, must be in attendance for quoracy. If the meeting is not quorate, agenda items for agreement and approval will be deferred and the meeting may continue by agreement as an information sharing and discussion forum.
- 6.4 In addition to the above arrangements, a joint fortnightly meeting of Staff Side and relevant People and OD colleagues will meet. Known as Partnership Working Group (PWG) and chaired by the Executive Director of People and OD, the primary purpose of this meeting is discussing proposals for changes to services that impact on colleagues, policy review, and any other matters that impact on colleagues for the purpose of resolving operational matters, and agreeing on matters to escalate to and inform Partnership Forum.

7 Changes

Changes to the constitution may only be made by agreement of the Forum. There will normally be a 6 month notice period for changes, unless otherwise agreed.

Document approval

This document is approved by the signatories below.

Date of approval: 16/02/2022

On behalf of the Trust:



Ruth Brown, Chief Executive

On behalf of the Partnership Forum:



Susan Wragg, Staff Side Chair

Sheffield Children's NHS Foundation Trust

JLNC constitution

1 Title

- a. The committee shall be called the Sheffield Children's NHS Foundation Trust joint medical and dental staff local negotiating committee (JLNC, hereinafter 'the committee').

2 Terms of reference

- a. The role of the committee shall be to negotiate and agree:
 - i. terms and conditions of service, working arrangements, policies and procedures relevant exclusively to medical and dental staff in the trust, including arrangements for the application of national terms and conditions of service;
 - ii. such working arrangements, policies, procedures and other matters not exclusively relevant to medical and dental staff where these nevertheless impact the terms and conditions of service of medical and dental staff, and ensure the committee views are fed into Partnership Forum as the primary negotiating forum for matters affecting all colleagues .
- b. The committee will also be the forum through which the employer will, where appropriate, formally consult with medical and dental staff on relevant matters, including those of wider application to the staff of the trust.
- c. The BMA staff side local negotiating committee (LNC) will have sole collective bargaining rights and will be the only body recognised by the employer for these purposes.

3 Membership

- a. Membership of the committee shall be as follows:
 - i. Up to 10 representatives of all categories of medical and dental staff within the employer, drawn from the staff side LNC.
 - ii. Up to 5 representatives of the management of the Trust including the Executive Director of People and OD and the Medical Director
 - iii. The BMA industrial relations officer (or equivalent BMA officer).
- iv. If or when the employer employs GPs, a representative of the statutory local medical committee (LNC) shall be entitled to attend meetings of the committee.
- b. Where possible, deputies will be appointed to attend meetings in the absence of the principal member(s).

- c. The committee may by agreement invite any other person to attend a meeting of the committee. Any such invitee will not be eligible to vote nor counted in a quorum.
- d. The employer's guardian of safe working hours shall have a standing invite to meetings of the committee. Given the independent nature of this role they will not be eligible to vote nor counted in a quorum.

4 Officers

- a. The role of chair shall alternate between the management and staff side LNC members at each meeting.
- b. The committee will appoint a secretary who will agree agendas and minutes with the LNC chair. The management side secretary will be responsible for administrative arrangements.

5 Decisions

- a. The committee shall decide all matters through agreement between the sides, each side coming to its own position in its own manner.
- b. Where this is not possible, failure to agree will be recorded and the status quo will be held until such time as the dispute is resolved.

6 Meetings

- a. The committee shall normally meet bi-monthly and written notice of the date; venue and agenda shall be circulated in advance.
- b. A special meeting of the committee must be called at the written request of three members.
- c. The quorum for a meeting shall be 3 members on each side.

7 Changes

- a. Changes to the constitution may only be made by agreement of the committee. There will normally be a 6 month notice period for changes, unless otherwise agreed.

Document approval

This document is approved by the signatories below.

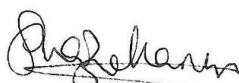
Date of approval: 16/02/2022

On behalf of the Trust:



Ruth, Brown, Chief Executive

On behalf of the LNC:



Shazia Karim, BMA Industrial Relations Officer

Sheffield Children's NHS Foundation Trust Partnership Working Group constitution

1 Title

- 1.1 The operational group meeting shall be called the Sheffield Children's NHS Foundation Trust Partnership Working Group (hereinafter referred to as 'PWG').

2 Terms of reference

- 2.1 The purpose of PWG shall be to work together on operational challenges and opportunities arising from national terms and conditions, local working arrangements, policies and procedures and to propose, negotiate and agree local terms and conditions of service, working arrangements, policies and procedures relevant to all staff groups and colleagues of SCFT, including arrangements for the application of Agenda for Change national terms and conditions of service;
- 2.2 PWG is a place for discussion, negotiation and consultation on matters of common interest. This will exclude all matters defined as negotiation in S 178 (2) of the Trade Union and Labour Relations (consolidation) Act 1992.
- 2.3 PWG will provide colleagues with an opportunity to influence policy decisions and to be aware that their views are taken into account in the decision making process.
- 2.4 PWG will also provide colleagues opportunity to discuss culture and behaviours within our Trust and its positive influence on our policies, practices, decision making and partnership working.
- 2.5 To offer views on the effectiveness of existing policies and procedures and formulate suggestions as to how these might be improved
- 2.6 To allow the Staff Side colleagues to have the opportunity of raising concerns from their members where normal managerial channels have been exhausted or advice on the appropriate route is needed.
- 2.7 To confirm the responsibility on management to consult with Staff Side colleagues on the introduction of new posts and to allow Staff Side to have the opportunity to raise with management the implications on their members of such posts.

3 Membership

- 3.1 All local representatives of the recognised trade unions recognised by the Trust are members of PWG. Regional representatives are welcome to participate when local representation is low or not available.
- 3.2 Colleagues from the People and OD directorate, particularly HR and OD will be members of PWG.
- 3.3 Managers who are proposing changes to structures or working environment (as described in the Organisational Change Policy) will be invited to share their proposal with Staff Side in confidence ahead of sharing with affected colleagues.

4 Officers

- 4.1 The meeting will be chaired by the Executive Director of People and OD (or deputy in their absence).
- 4.2 The HR Department will provide administration for PWG, including circulation of agenda and papers in a reasonable timescale ahead of the meeting (ie, 5 calendar days). Late papers may be deferred.

5 Decisions

- 5.1 PWG will consider together policy changes such that an agreed policy is presented to Partnership Forum for approval. A failure to agree changes will be escalated to Partnership Forum.

6 Meetings

- 6.1 PWG shall meet fortnightly and written notice of the date, venue and agenda shall be circulated in advance.
- 6.2 A special meeting of the Group must be called at the written request of three members.
- 6.3 Quoracy for a meeting is 2 members from Staff Side and 2 members from POD. If the meeting is not quorate, agenda items for agreement and approval will be deferred and the meeting may continue by agreement as an information sharing and discussion forum.

7 Changes

- 7.1 Changes to the constitution of PWG may only be made by agreement of PWG. There is no formal notice period for any changes, other than an agreed period.

Document approval

This document is approved by the signatories below.


Date of approval: 16/02/2022

On behalf of the Trust:



Nick Parker, Executive Director of People and OD

On behalf of Staff Side:



Susan Wragg, Staff Side Chair

APPENDIX D

Under the Recognition Agreement the following Unions will be represented by Staff Side membership for Partnership working:

Association of Clinical Biochemists
British Association of Occupational Therapists
British Dietetic Association
British Medical Association
British Orthoptic Society
Chartered Society of Physiotherapists
GMB
Royal College of Nursing
Society of Radiographers
Union of Construction, Allied Trades and Technicians
UNISON
Unite

APPENDIX E

ELECTION PROCESS

An Election Process will be initiated by the Staff Side Chair or Deputy Chair in January every two years.

All internal TU Reps are eligible for nomination.

Staff Side Chair or Deputy Chair will send an email to all internal reps along with a Nomination form for them to Nominate their preferred Chair and Deputy.

On receipt of all Nominations the Staff Side Chair will write out/email all Nominees to ask if they wish to stand for Election. Once all Nominees have replied another email will go out to all internal TU reps to vote on their preferred Chair and Deputy Chair.

The results will be emailed to staff.side@nhs.net or sent via post to the Staff Side Office.

Two reps not nominated or who have opted not to stand will count the results and inform the Staff Side Chair of the results.

Staff side Chair will then email out to successful candidates and then once accepted, an email will be sent to all reps confirming the positions.

Staff Side Chair or Deputy Chair will then inform the Executive Director of People and OD and the Deputy Director of People and OD to initiate the relevant payroll and HR processes.